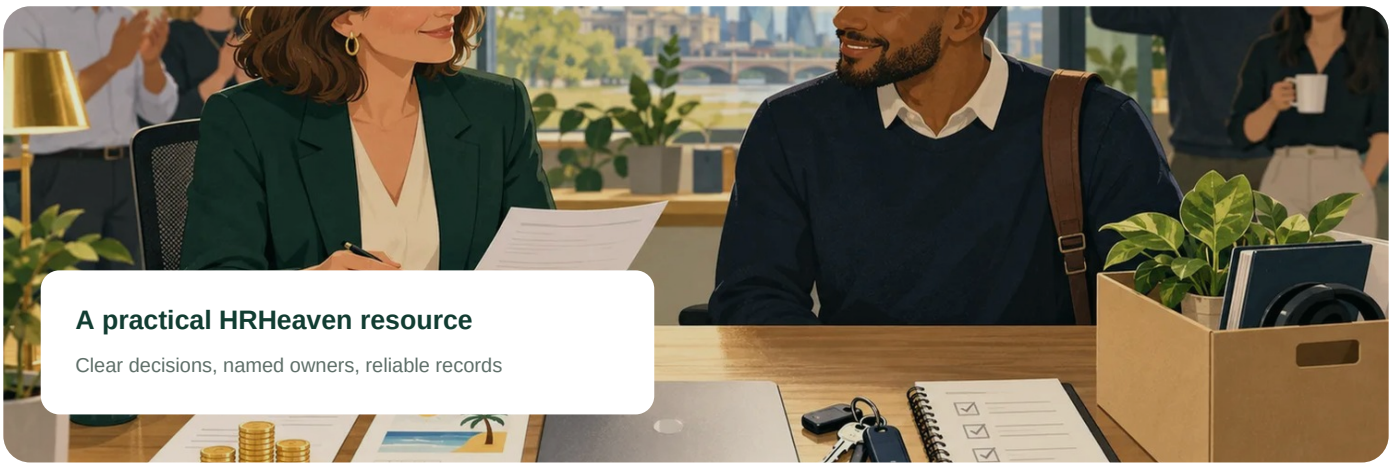
ORDERLY EMPLOYEE EXIT

Employee leaver and final-pay checklist

How to use this resource

Coordinate HR, payroll, IT and the manager so dates, notice, final pay, property, access and handover remain consistent.

Tick each box and type into the evidence field, or print and complete by hand.



A practical HRHeaven resource

Clear decisions, named owners, reliable records

1 AUTHORITY — COMPLETE ☐

Record who authorised the employment-ending decision and why.

EVIDENCE / OWNER / DATE

2 DATES — COMPLETE ☐

Confirm notice date, last working day and legal termination date.

EVIDENCE / OWNER / DATE

3 NOTICE ROUTE — COMPLETE ☐

Record working notice, garden leave, PILON or other agreed route.

EVIDENCE / OWNER / DATE

Employee leaver and final-pay checklist

Continue your review

Resolve gaps, name an owner and retain the completed copy with the controlled record.

4 **FINAL PAY** COMPLETE ☐

Reconcile salary, notice pay, approved expenses and lawful deductions.

EVIDENCE / OWNER / DATE

5 **HOLIDAY** COMPLETE ☐

Calculate accrued, taken and outstanding holiday.

EVIDENCE / OWNER / DATE

6 **BENEFITS** COMPLETE ☐

Confirm when benefits, pension and other arrangements change or end.

EVIDENCE / OWNER / DATE

7 **HANDOVER** COMPLETE ☐

Transfer live work, deadlines, records and key contacts.

EVIDENCE / OWNER / DATE

8 **PROPERTY** COMPLETE ☐

Record return of equipment, keys, cards and documents.

EVIDENCE / OWNER / DATE

9 **SYSTEMS** COMPLETE ☐

Schedule proportionate access changes for the selected notice route.

EVIDENCE / OWNER / DATE

10 **CONTINUING DUTIES** COMPLETE ☐

Explain confidentiality and any valid post-termination obligations.

EVIDENCE / OWNER / DATE

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11 DOCUMENTS — COMPLETE ☐

Issue the outcome letter, payslip, P45 and other required records.

EVIDENCE / OWNER / DATE

12 CLOSURE — COMPLETE ☐

Complete appeal, retention and exit-file quality checks.

EVIDENCE / OWNER / DATE

Priority action plan

Record the most important follow-up before filing this completed review.

ACTION	OWNER	TARGET DATE

REVIEW OUTCOME

Official sources and review note

Acas - Notice periods

GOV.UK - Payment during a notice period

GOV.UK - Dismissal

Check current law and guidance before relying on this resource. Practical information, not legal advice.